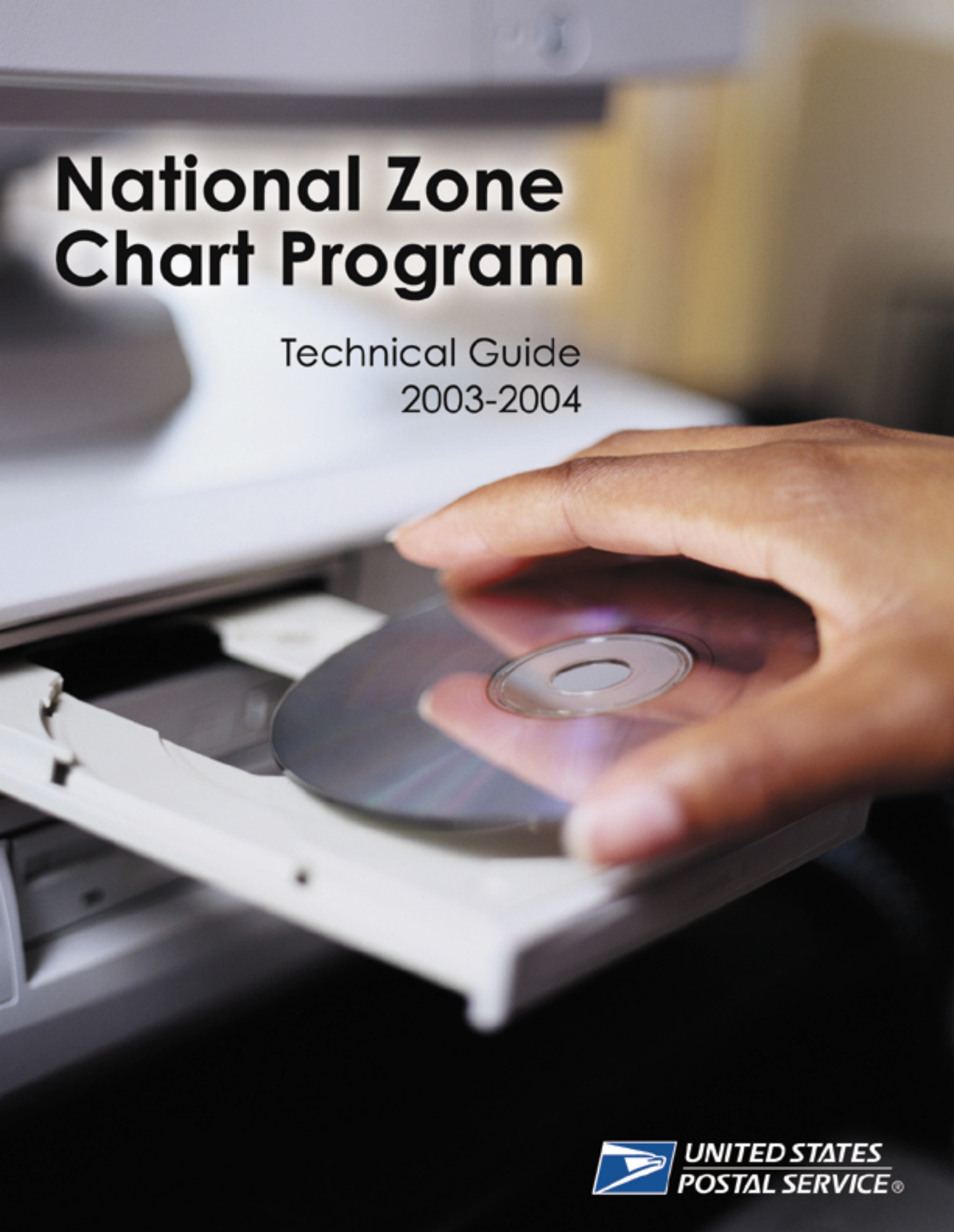
National Zone Chart Program

Technical Guide
2003-2004



UNITED STATES POSTAL SERVICE®

TABLE OF CONTENTS

LICENSING....1

ZONE CHART DATA....2

OVERVIEW....2

USING ZONE CHARTS....2

UNDERSTANDING BMC RATE ELIGIBILITY....4

CALCULATING POSTAGE....5

ZONE CHART LOOKUP PROGRAM....6

MAIN MENU....6

GETTING A ZONE....8

DISPLAYING, PRINTING, OR EXPORTING A ZONE CHART....11

EXPORTING A ZONE CHART....12

EXPORTING ZONE CHARTS BY RANGES....12

EXPORTING ZONE CHARTS BY 3-DIGIT ZIP....13

FONTS....14

PRINTER SETUP....15

SCREEN COLORS....16

USPS POSTAL EXPLORER....17

HELP....18

ZONE CHART MATRIX....19

ZONE CHART HARDCOPY....21

TECHNICAL SUPPORT....22

ZONE CHART DATA & DMM MODULE L LABELING LIST ORDER FORM....APPENDIX A

USPS LICENSE AGREEMENT....APPENDIX B

LICENSING

USPS Zone Chart Lookup Program, Matrix, Hardcopy
Copyright (C) 1994-2003 United States Postal Service, All rights reserved.

These products are copyrighted. Any unauthorized reproduction is prohibited.

It is the responsibility of the user to observe all rights reserved under the terms and conditions of the attached USPS License Agreement. Please read and agree to all terms before using this software.

Reproduction of the United States Postal Service corporate signature, trademarks, logos and any registered products or services is prohibited without a license to reproduce such information.

The USPS may grant licenses for the use of illustrations of its copyright designs and registered trademarks outside the scope of the above permission. To request a license, contact the manager of Licensing, Public Affairs, and Communications at the following address:

LICENSING
PUBLIC AFFAIRS & COMMUNICATIONS
US POSTAL SERVICE
475 L'ENFANT PLZ SW RM 10519
WASHINGTON DC 20260-3100

Warning: This computer program is protected by copyright law and international treaties. Unauthorized reproduction or distribution of this program, or any portion of it, may result in severe civil and criminal penalties, and will be prosecuted to the maximum extent possible under the law. The United States Postal Service logo is a federally registered trademark of the United States Postal Service.

ZONE CHART DATA

OVERVIEW

The United States Postal Service (USPS) Zone Chart program was developed to assist mailers in applying the proper postage rates to a mailpiece. Postage rates for zoned mail are based on mailpiece weight and the distance the mailpiece is traveling using these zone assignments. Zone charts are a matrix of originating and destining ZIP Codes which identify the correct zone for the configuration.

USING ZONE CHARTS

The National Zone Chart Program uses information provided by geological survey files of established latitude and longitude coordinates. The USPS uses a list of Sectional Center Facility (SCF) coordinates to produce a zone chart. Zone charts identify the appropriate distance code assigned to all originating and destining ZIP Code pairings in the nation. Zones are designated as "local" or 1 through 8.

SECTIONAL CENTER FACILITIES (SCF)

The SCF serves as the processing and distribution center for post offices in a designated geographic area defined by the first three digits of the ZIP Codes of those offices. The Labeling Lists in Module L section L005 of the *Domestic Mail Manual (DMM)* contains a listing of 3-Digit ZIP Code prefixes sorted at the SCF level. An annual subscription of the electronic version of Module L Labeling Lists is available for purchase through the National Customer Support Center (NCSC) at 800-238-3150.

SPECIFIC ZONES

Local Zone

The local zone applies to mail deposited at any post office for delivery to addresses within the delivery area of that post office. For various types of post offices, the local zone applies to all mail that both originates and is destined within:

a. The 5-digit ZIP Code area(s) assigned to the same post office.
b. Any of the 5-digit ZIP Codes that are part of any unique 3-digit ZIP Code prefixes or other separate 5-digit ZIP Code(s), as applicable, assigned to the same post office.

Check with your local post office for specific details regarding your area.

Non-local Zones

Non-local zones are defined by zone as follows:

The zone 1 rate applies to pieces not eligible for the local zone that are mailed between two post offices with the same 3-digit ZIP Code prefix identified in section L005, Column A of the DMM. Zone 1 includes all units of area outside the local zone lying in whole or in part within a radius of about 50 miles from the center of the area.
Below is a listing of each zone and the defined coverage area.

Zone	Distance
1	Non local zones within 50 miles radius
2	50 to 150 mile radius
3	150 to 300 mile radius
4	300 to 600 mile radius
5	600 to 1000 mile radius
6	1000 to 1400 mile radius
7	1400 to 1800 mile radius
8	1800 miles and over

MAIL CLASSES REQUIRING ZONE CHARTS

Below is a list of mail classes that require the most current zone chart and rate chart, *Notice 123*, in order to calculate proper postage:

- Priority Mail
- Package Services
  - Parcel Post - Intra-BMC/ASF and Inter-BMC/ASF
  - Parcel Post - Parcel Select
- Bound Printed Matter
  - Destination bulk mail center (DBMC)
  - Destination Sectional Facility Center (DSCF)
  - Destination Delivery Unit (DDU)
- Periodicals

UNDERSTANDING BMC RATE ELIGIBILITY

Bulk Mail Centers (BMC) are highly mechanized mail-processing plants that are part of the National Bulk Mail System. These facilities distribute parcel post, media mail, standard mail, and periodicals in bulk form. Auxiliary Service Facilities (ASF) are mechanized facilities that are usually part of a general mail facility that serves as a subordinate mail processing hub for a parent bulk mail center.

Intra-BMC rates apply to all parcel post mail that originates and is destined in the service area of the same BMC or ASF. For Alaska and Hawaii, the origin and destination must be within the same state to be eligible for Intra-BMC rate discounts.

Inter-BMC rates apply to all parcel post mail that originates in the service area of a BMC or ASF, or in Alaska, Hawaii or Puerto Rico, and destines outside that area, state, or territory.

For a listing of BMC/ASF service areas and additional information on eligibility requirements to receive a BMC rate, refer to section E711 of the DMM. You may also locate the BMC that services your area is by going to the Bulk Mail Center information Web page at http://www.usps.com/bulkmailcenters.

CALCULATING POSTAGE

When calculating postage, reference the mail class you wish to send your package to using the *USPS Notice 123 Ratefold*, then determine the proper zone using one of these products:

1. The Zone Chart Lookup Program (pg 6)
2. The Zone Chart Matrix (pg 19)
3. Hard Copy computer printout (pg 21)

Once you know the class of mail, cross reference the weight of the package against the zone, as illustrated below:

Example: When sending a Priority Mail mailpiece weighing 4.6 lbs (rounded up) to Zone 5, the proper postage is $9.30.

PRIORITY MAIL

Weight Not Over (pounds)[1,3]	Zone					
	Local, 1, 2, & 3	4	5	6	7	8
1[2]	$3.85	$3.85	$3.85	$3.85	$3.85	$3.85
2	3.95	4.55	4.90	5.05	5.40	5.75
3	4.75	6.05	6.85	7.15	7.85	8.55
4	5.30	7.05	8.05	8.50	9.45	10.35
5	5.85	8.00	9.30	9.85	11.00	12.15
6	6.30	8.85	9.90	10.05	11.30	12.30
7	6.80	9.80	10.65	11.00	12.55	14.05
8	7.35	10.75	11.45	11.95	13.80	15.75
9	7.90	11.70	12.20	12.90	15.05	17.50
10	8.40	12.60	13.00	14.00	16.30	19.20
11	8.95	13.35	13.75	15.15	17.55	20.90
12	9.50	14.05	14.50	16.30	18.80	22.65
13	10.00	14.75	15.30	17.50	20.05	24.35
14	10.55	15.45	16.05	18.60	21.25	26.05
15	11.05	16.20	16.85	19.75	22.50	27.80
16	11.60	16.90	17.60	20.85	23.75	29.50
17	12.15	17.60	18.35	22.05	25.00	31.20
18	12.65	18.30	19.30	23.15	26.25	32.95
19	13.20	19.00	20.20	24.30	27.50	34.65
20	13.75	19.75	21.15	25.35	28.75	36.40

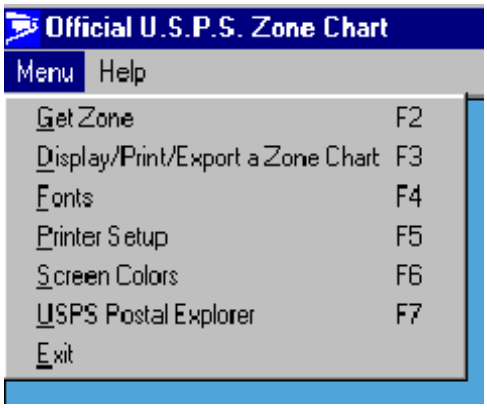
ZONE CHART LOOKUP PROGRAM

The Zone Chart Lookup Program is designed for customers that do not maintain a programming staff, postal personnel in the field, or customers who mail from many different locations.

The Zone Chart Lookup Program contains several options that will allow the user to obtain a zone number, view, print or export a zone chart, adjust chart fonts and colors, or refer to the USPS Postal Explorer via the Internet. The program operates with or without the use of a mouse on any Windows or OS/2 computer.

MAIN MENU

The main menu has a list of options available. To select a function, either press the function key, type the underlined letter, or click on the desired word with your mouse. Each screen option has an area at the top right that allows the user to minimize, resize, or close each screen. By typing 'E' or clicking the word "Exit," the user can cancel the program.



Menu Selections Defined

Get Zone (F2) – allows the user to obtain an appropriate zone number by entering any 3-digit origin and destination ZIP Code.

Display/Print/Export a Zone Chart (F3) – provides the ability to view, print, and export a zone chart text file.

Fonts (F4) – allows the user to select a font from the system's available fonts.

Printer Setup (F5) – provides the user with a standard Windows printer setup box to modify the output of the program.

Screen Colors (F6) – allows the user to select the background colors of the forms and controls.

USPS Postal Explorer (F7) - provides a direct link to one of the Postal Service's most useful Web sites. The Postal Explorer is a major resource for business and residential mailers. It contains information on the most current electronic versions of USPS reference materials and mailing requirements.

GETTING A ZONE

This function enables the user to obtain the appropriate zone number assigned to each originating and destining ZIP Code pairing in the nation. The zone number returned is used in conjunction with the *USPS Notice 123, Ratefold* to obtain the appropriate postage rate.

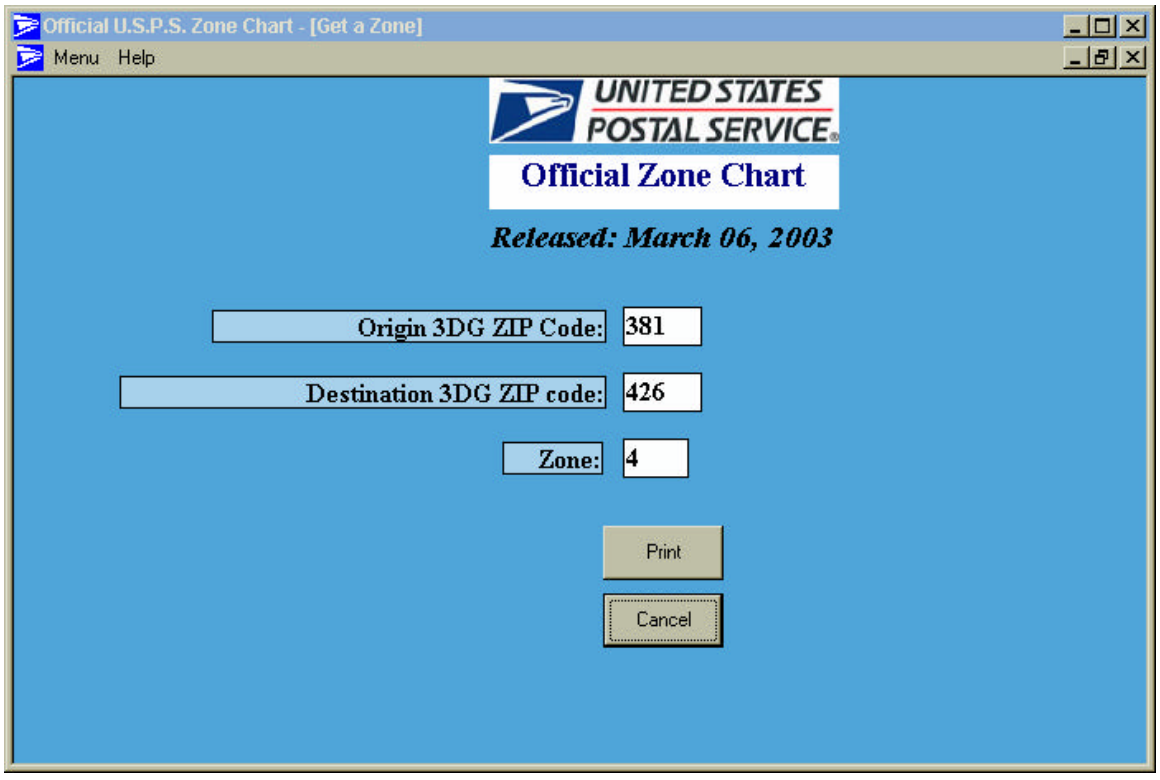
1. To obtain a zone, select "Get Zone" from the Main Menu or press F2.

2. Enter the first three digits of the originating ZIP Code.

3. Enter the first three digits of the destining ZIP Code and press "Enter" or "Tab".

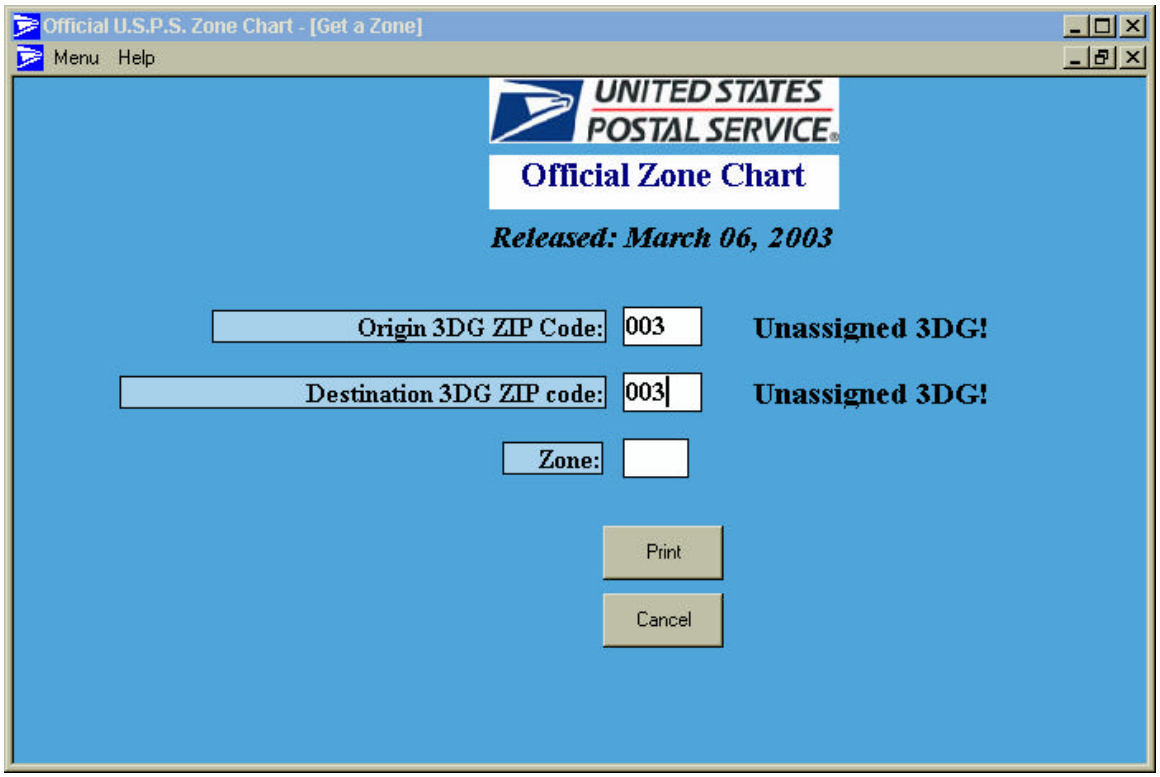
4. The proper zone assigned to the ZIP Code pairing appears in the "Zone" field.

To print the displayed information, click the "Print" button.

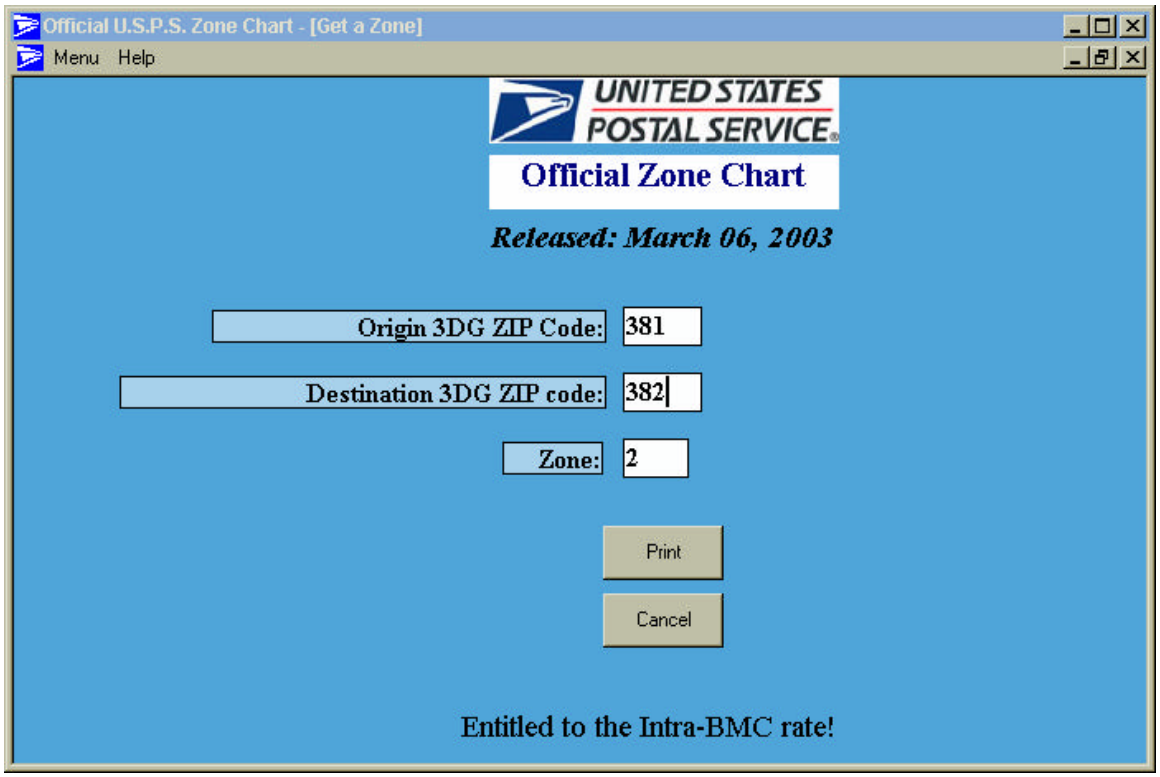


Message Indicators

If an inactive or invalid origin or destination 3-digit ZIP Code is entered in either field, an error message, **"Unassigned 3DG!"** appears beside the field that has the unassigned 3-digit ZIP Code displayed.



If the zone is eligible for Intra-BMC rates, the message, **"Entitled to the Intra-BMC rate!"** appears below the "Cancel" button.



DISPLAYING, PRINTING, OR EXPORTING A ZONE CHART

The Display/Print/Export option enables the user to view and either print or export a zone chart. After choosing this function, the user must enter the origin 3-digit requested.

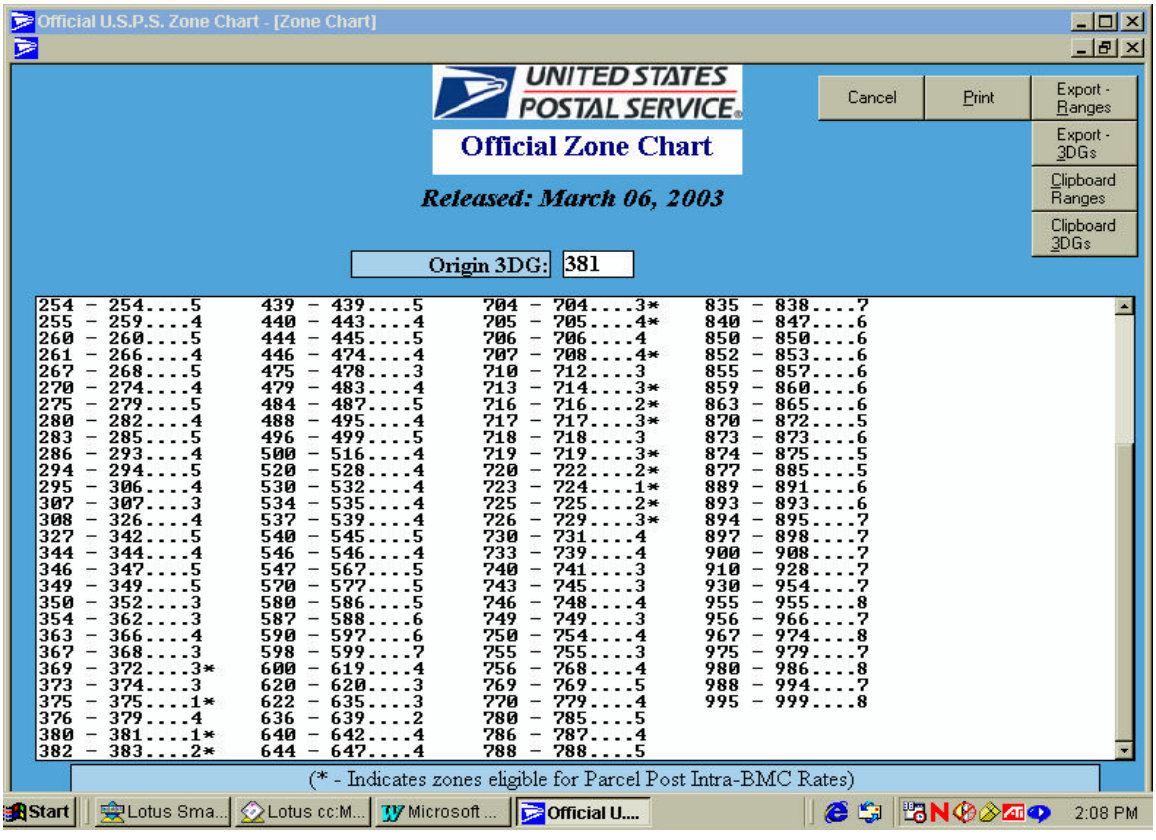
1. To view a zone chart, click on "Display/Print/Export a Zone Chart" from the main menu, or press the F3 button.

2. Enter the origin 3-digit ZIP Code.

The destination 3-digit ZIP Code ranges are displayed along with the applicable zone number to the right of each 3-digit range. An asterisk, *, next to a zone indicates that the zone is eligible for Intra-BMC discounted rates.

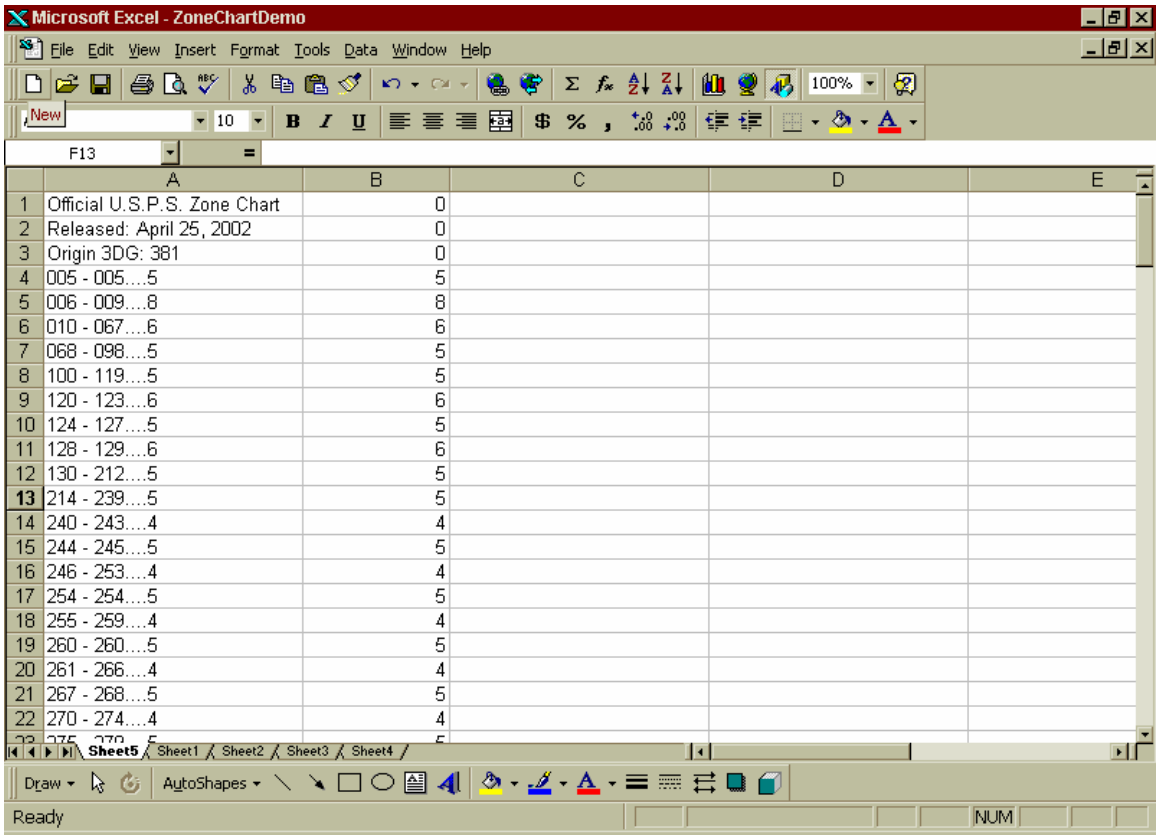
PRINTING A ZONE CHART

After the origin 3-digit ZIP is displayed, you can print the zone chart by clicking the button labeled "Print"



EXPORTING A ZONE CHART

The program has a new feature that allows the user to export the selected zone chart into an MS Excel spreadsheet or a comma-delimited text file that can be imported into databases such as Access, Oracle, etc.



	A	B	C	D	E
1	Official U.S.P.S. Zone Chart	0			
2	Released: April 25, 2002	0			
3	Origin 3DG: 381	0			
4	005 - 005....5	5			
5	006 - 009....8	8			
6	010 - 067....6	6			
7	068 - 098....5	5			
8	100 - 119....5	5			
9	120 - 123....6	6			
10	124 - 127....5	5			
11	128 - 129....6	6			
12	130 - 212....5	5			
13	214 - 239....5	5			
14	240 - 243....4	4			
15	244 - 245....5	5			
16	246 - 253....4	4			
17	254 - 254....5	5			
18	255 - 259....4	4			
19	260 - 260....5	5			
20	261 - 266....4	4			
21	267 - 268....5	5			
22	270 - 274....4	4			

EXPORTING ZONE CHARTS BY RANGES

The example above displays the ranges of 3-digit destination ZIP Codes and the applicable zone number in Column A. Column B has the zone number imported so that the user can sort the spreadsheet by zone number if desired. Follow the instructions below to export a zone chart.

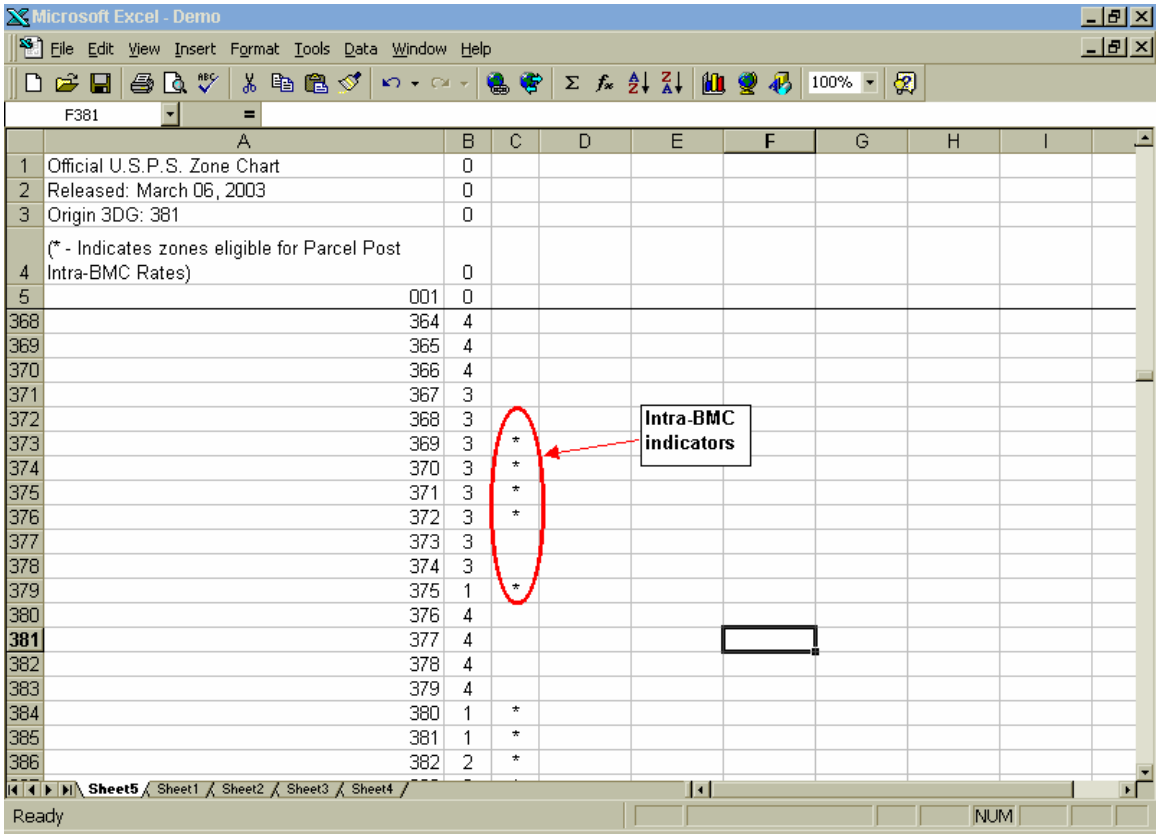
1. Click on "Display/Print/Export a Zone Chart" from the main menu, or press the F3 button.
2. Enter the 3-digit originating ZIP Code.
3. Once the Zone Chart is displayed, click the "Export-Ranges" button in the upper right corner of the screen.
4. Choose whether to export as an Excel or comma-delimited text file before saving.
5. After saving as an Excel file, the user may launch the Excel application and open the file for viewing, printing, or importing.

EXPORTING ZONE CHARTS BY 3-DIGIT ZIP

The example below displays the 3-digit destination ZIP Code and an asterisk (if applicable), which indicates whether the 3-digit ZIP is eligible for Intra-BMC rates in column A. Column B contains the zone number, which allows the user to sort or filter the spreadsheet by zone number if desired.

Note: If Column B contains a zero, the 3-digit ZIP is not assigned.

Example: To look only at the zones within zone 1, set a data filter on column B to look at only the ZIPs with the number "1". This allows the user a quick view of 3-digit ZIPs that qualify for the Intra-BMC rate.



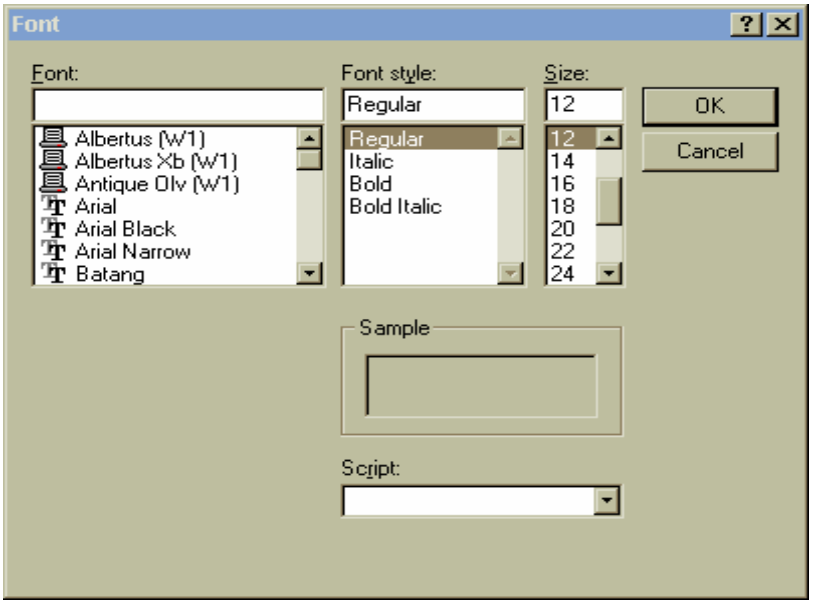
	A	B	C	D	E	F	G	H	I
1	Official U.S.P.S. Zone Chart	0							
2	Released: March 06, 2003	0							
3	Origin 3DG: 381	0							
4	(* - Indicates zones eligible for Parcel Post Intra-BMC Rates)	0							
5	001	0							
368	364	4							
369	365	4							
370	366	4							
371	367	3							
372	368	3							
373	369	3	*						
374	370	3	*						
375	371	3	*						
376	372	3	*						
377	373	3							
378	374	3							
379	375	1	*						
380	376	4							
381	377	4							
382	378	4							
383	379	4							
384	380	1	*						
385	381	1	*						
386	382	2	*						

FONTS

The Fonts option allows the user to select a preferred font from the computer's listing of available fonts.

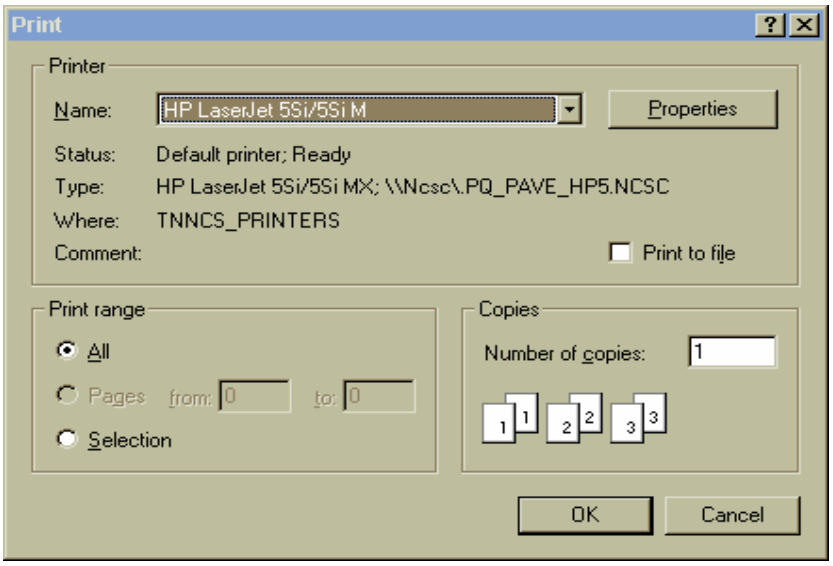
Note: With some fonts, character spacing may present a problem when printing the zone chart. Fonts are defined as being proportional or non-proportional. A proportional font is one in which all the characters have a different width depending on their size. This will usually cause columns of print, such as those found on a zone chart, to be "wavy" and unaligned. The characters in a non-proportional font are all the same size. Columns of text printed with a non-proportional font are always aligned if the number of characters in each line of the column are the same.

Recommendation: Select a non-proportional font when picking a font to print a zone chart. A list of the non-proportional fonts on your system should be available in your printer's documentation.



PRINTER SETUP

The Printer Setup feature provides the user with a standard Windows printer setup box to modify the output of the zone chart. To use, click on "Printer Setup" from the main menu, or press "F5".



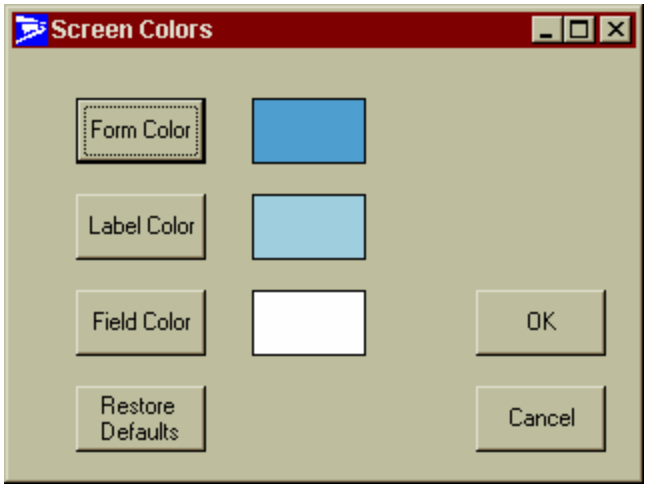
SCREEN COLORS

This function enables the user to change the colors of the default form, label, or field background colors.

MODIFYING A COLOR

1. Select "Screen Colors" from the main menu or press the F6 button.
2. To modify a color, click one of the three buttons available: "Form Color", "Label Color", or "Field Color".
3. Select a color from the color palette.
4. Click 'OK' and close the screen.
5. The new screen colors will take effect after you close the current screen.

Click "Restore Defaults" to return to the original screen colors.



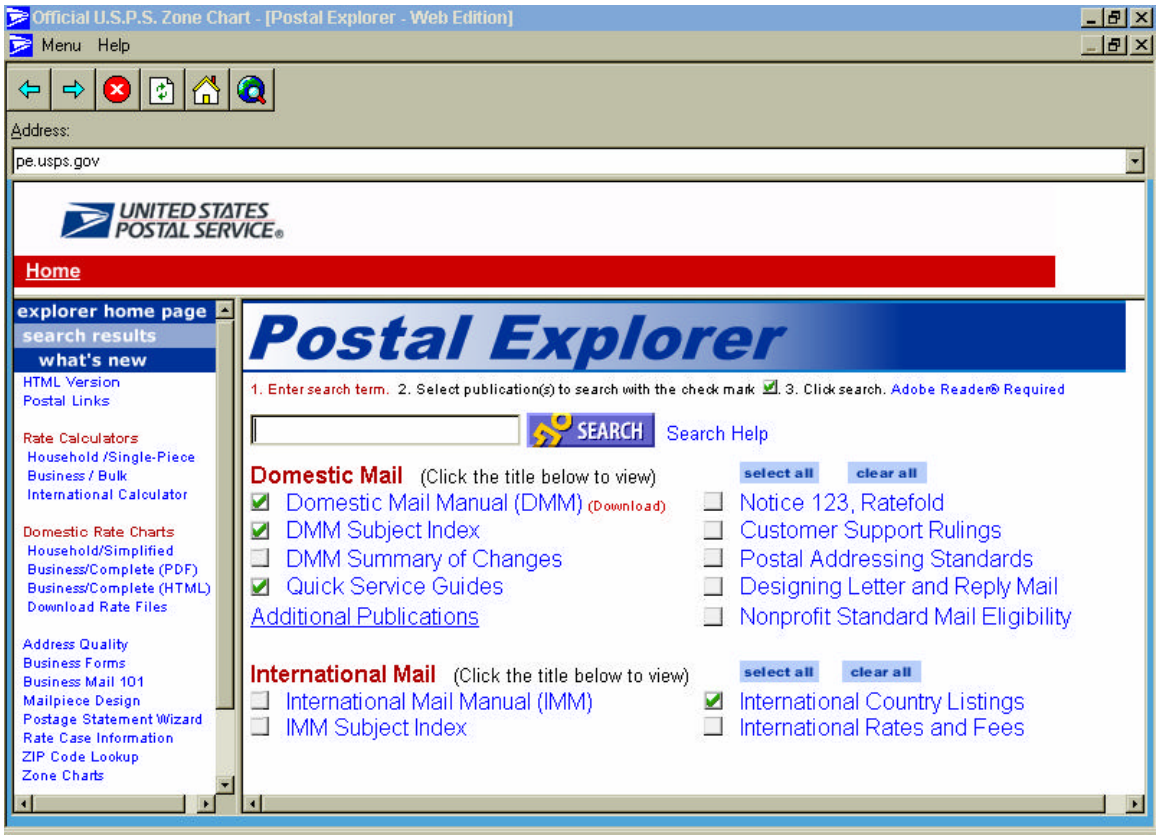
SELECTING COLORS

The size of the color palette is determined by the computer monitor's color capabilities. You can choose your favorite colors or create a new color using the "Define Custom Colors" button.

USPS POSTAL EXPLORER

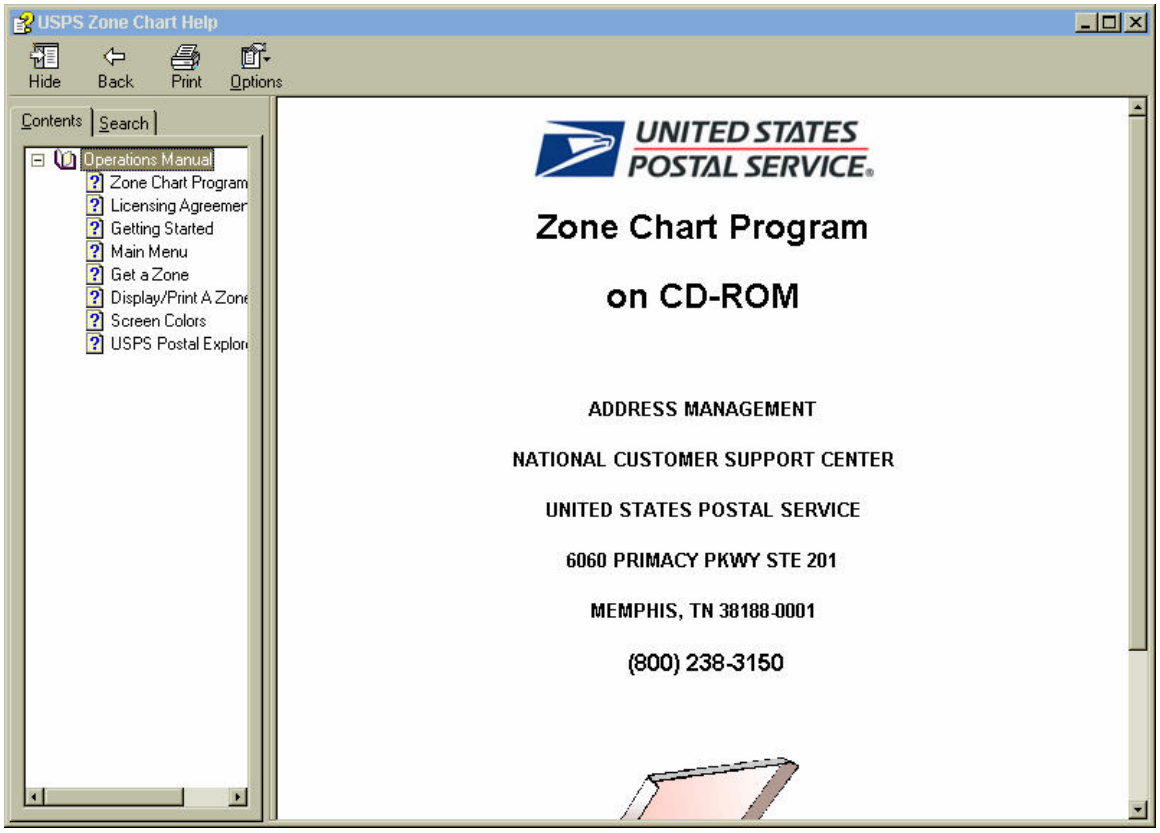
The Postal Explorer Web site is a major resource for business and residential mailers. It provides information on the most current electronic versions of postal reference materials, mailing requirements, electronic forms, and rate information. It is maintained regularly and is updated more frequently than the printed versions of the same documents.

The Postal Explorer feature includes a version of the MS Internet Explorer browser for your convenience.



HELP

To open the operations manual from the main menu, click "Help" or press the F1 key. Choose a topic relevant to your problem or question to open a window displaying the pertinent information. The Help section also contains an electronic copy of the software licensing agreement, for your reference.



ZONE CHART MATRIX

Zone chart information is available in the form of a matrix. The matrix is used to generate the originating and destining ZIP Code assignments. The information is recorded in ASCII text format on CD-ROM media.

There are several benefits to receiving zone chart data in text format:

- Data can be easily imported into an existing program
- Reduces labor intensive data entry functions
- Subscriptions to the matrix include periodic updates
- Useful for software requiring raw data, such as postage calculators, manifest software, electronic reports generators, etc.

The matrix has the following data characteristics and record layout formats:

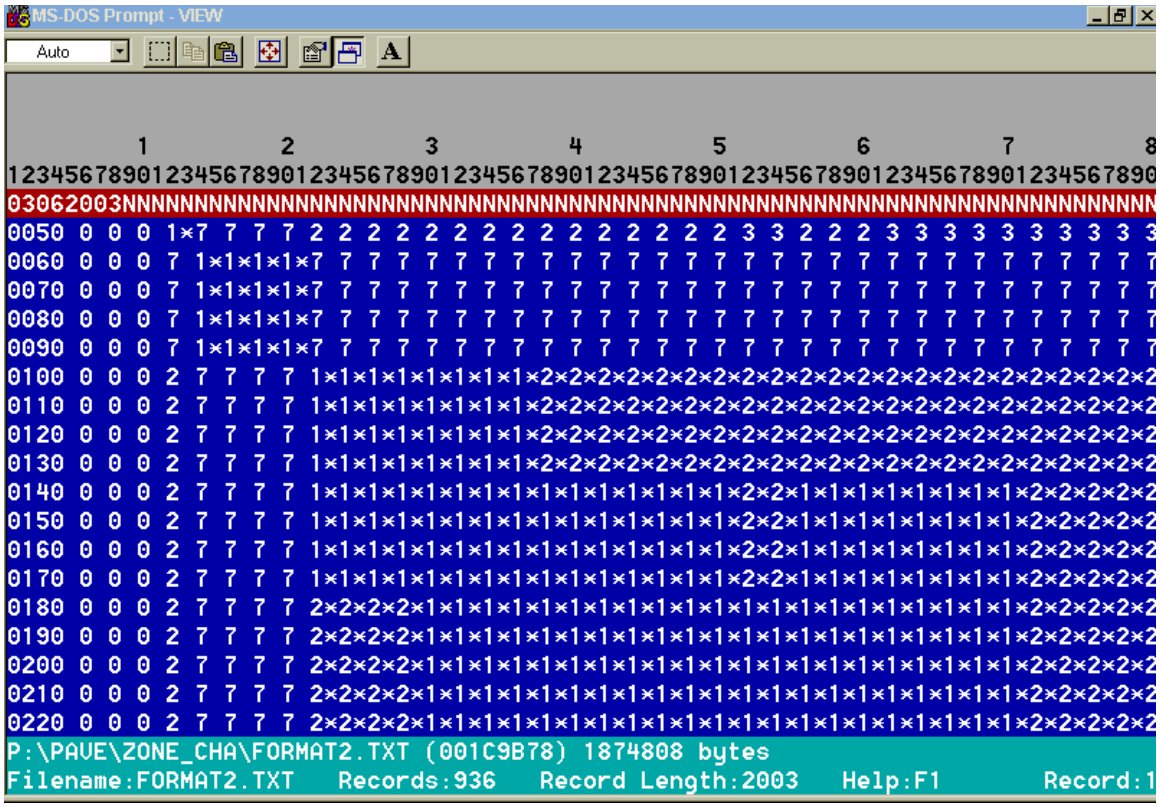
CD-ROM

Recording Mode	ASCII
Record Length	2003
Total No. of Records	936
1st Record	Generation Date

RECORD FORMAT

Description	Relative Position	Logical Length
Originating ZIP Code	1 to 3	3
Zone to Destination: ZIP 001	4 to 4	1
Intra-BMC Code: ZIP 001	5 to 5	1
Zone to Destination: ZIP 002	6 to 6	1
Intra-BMC Code: ZIP 002	7 to 7	1
Zone to Destination: ZIP 003	8 to 8	1
Intra-BMC Code: ZIP 003	9 to 9	1
This process continues through to the end of the ZIP Code and BMC file.		
Zone to Destination: ZIP 998	1998 to 1998	1
Intra-BMC Code: ZIP 998	1999 to 1999	1
Zone to Destination: ZIP 999	2000 to 2000	1
Intra-BMC Code: ZIP 999	2001 to 2001	1
Carriage Return Line Feed	2002 to 2003	2

Zone Chart Matrix - Format 2.TXT Example



Legend for Zone Chart Matrix

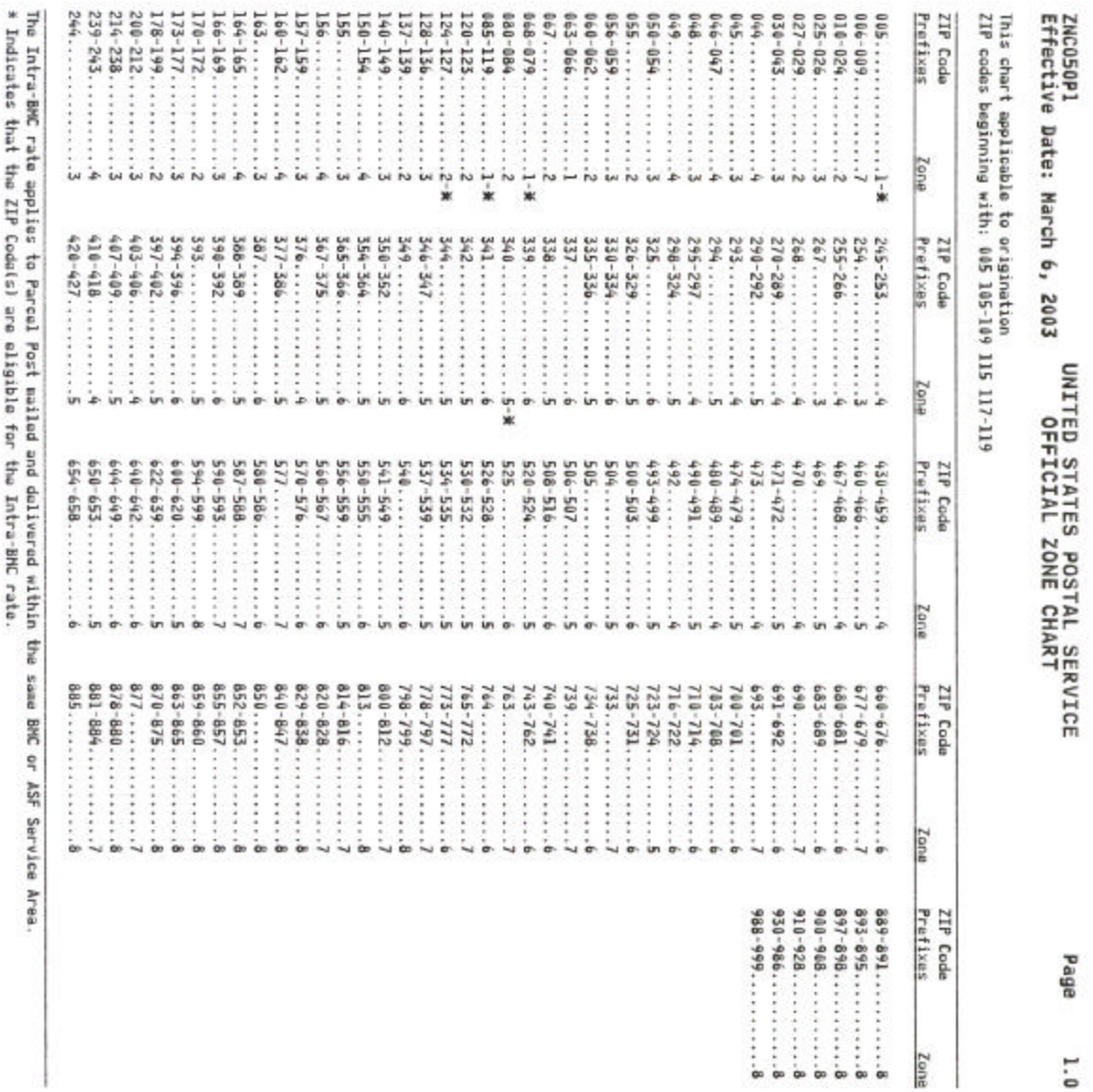
Origin ZIP Code	Destination ZIP Code	Zone	BMC Code
005	001	0	
005	005	1	*
005	006	7	
This process continues to the final ZIP Code assignments.			
005	010	2	
005	022	3	
005	024	2	
005	120	5	
005	450	5	
005	540	7	
005	550	6	
005	760	8	
005	770	7	
005	990	8	
005	999	8	

ZONE CHART HARDCOPY

The hard copy contains a complete list of zone chart printouts, totaling 412 pages of information. Hard copies are valuable for companies that may not have access to a personal computer, where electronics are prohibited, or where it is necessary to use the listing as a desk reference.

Hard copy zone charts display a single zone chart for multiple originating 3-digit ZIP Code prefixes. For example, the zone chart below is specific to 3-digit originating ZIP Codes for: **005, 105-109, 115, 117-119**.

Zone Chart Hard Copy Example



ZNC050P1 UNITED STATES POSTAL SERVICE
Effective Date: March 6, 2003 OFFICIAL ZONE CHART Page 1.0

This chart applicable to origination
ZIP codes beginning with: 005 105-109 115 117-119

ZIP Code Prefixes	Zone	ZIP Code Prefixes	Zone	ZIP Code Prefixes	Zone	ZIP Code Prefixes	Zone	ZIP Code Prefixes	Zone
005	1-*	245-253	4	430-459	4	660-676	6	889-891	8
006-009	7	254	3	460-466	5	677-679	7	893-895	8
010-024	2	255-266	4	467-468	4	680-681	6	897-898	8
025-026	3	267	3	469	5	683-689	6	900-908	8
027-029	2	268	4	470	4	690	7	910-928	8
030-043	3	270-289	4	471-472	5	691-692	6	930-986	8
044	4	290-292	5	473	4	693	7	988-999	8
045	3	293	4	474-479	5	700-701	6		
046-047	4	294	5	480-489	4	703-708	6		
048	3	295-297	4	490-491	5	710-714	6		
049	4	298-324	5	492	4	716-722	6		
050-054	3	325	6	493-499	5	723-724	5		
055	2	326-329	5	500-503	6	725-731	6		
056-059	3	330-334	6	504	5	733	7		
060-062	2	335-336	5	505	6	734-738	6		
063-066	1	337	6	506-507	5	739	7		
067	2	338	5	508-516	6	740-741	6		
068-079	1-*	339	6	520-524	5	743-762	6		
080-084	2	340	5-*	525	6	763	7		
085-119	1-*	341	6	526-528	5	764	6		
120-123	2	342	5	530-532	5	765-772	7		
124-127	2-*	344	5	534-535	5	773-777	6		
128-136	3	346-347	5	537-539	5	778-797	7		
137-139	2	349	6	540	6	798-799	8		
140-149	3	350-352	5	541-549	5	800-812	7		
150-154	4	354-364	5	550-555	6	813	8		
155	3	365-366	6	556-559	5	814-816	7		
156	4	367-375	5	560-567	6	820-828	7		
157-159	3	376	4	570-576	6	829-838	8		
160-162	4	377-386	5	577	7	840-847	8		
163	3	387	6	580-586	6	850	8		
164-165	4	388-389	5	587-588	7	852-853	8		
166-169	3	390-392	6	590-593	7	855-857	8		
170-172	2	393	5	594-599	8	859-860	8		
173-177	3	394-396	6	600-620	5	863-865	8		
178-199	2	397-402	5	622-639	5	870-875	8		
200-212	3	403-406	4	640-642	6	877	7		
214-238	3	407-409	5	644-649	6	878-880	8		
239-243	4	410-418	4	650-653	5	881-884	7		
244	3	420-427	5	654-658	6	885	8		

The Intra-BMC rate applies to Parcel Post mailed and delivered within the same BMC or ASF Service Area.
* Indicates that the ZIP Code(s) are eligible for the Intra-BMC rate.

TECHNICAL SUPPORT

If you need additional assistance in using any of the Zone chart products or would like to order additional copies, please contact the Zone Chart coordinator at the National Customer Support Center at 800-238-3150. Technical support is available Monday through Friday, 7:00 AM - 4:00 PM Central Standard Time.

UNITED STATES POSTAL SERVICE®

ZONE CHART DATA & DMM MODULE L LABELING LIST ORDER FORM

Customer Information *(Please print)*

Attention Name

Firm/Customer Name

Complete Street Address, PO Box or Rural and RR Box | Apt/Suite #

City or Post Office | State | ZIP + 4

Foreign Country Name *(When applicable)* | Area Code | Phone Number

Email Address

Zone Chart Data Subscription

Option 1: **Zone Chart Lookup Program** ____ X $60.00 = $ ____

The Zone Chart Lookup Program allows the user to print and/or display a zone chart, to retrieve a zone and/or zone chart, and to create a zone chart text file. Annual subscription includes any data updates for one year. This program runs on any DOS, Windows or OS/2 computer environment and is available on CD-ROM.

Option 2: **Zone Chart Matrix** ____ X $50.00 = $ ____

The zone chart data is in a matrix ASCII file and requires a minimum of 2 mega bytes of disk space. This ASCII File has a record length of 2003 bytes. To use this data, the user must write a program or incorporate this data into a program. The annual subscription includes any data updates for one year and is available on CD-ROM.

Option 3: **Zone Chart Hardcopy** ____ X $20.00 = $ ____

This is a complete hardcopy of all zone charts; a total of 526 pages.

DMM Module L Labeling List Subscription

Option 4: **Electronic Labeling List** ____ X $60.00 = $ ____

☐ Update Subscription ☐ New Subscription

Access Option: ☐ CD-ROM ☐ RIBBS*

The labeling list contains Module L of the *Domestic Mail Manual* (DMM) in electronic format. This product is a yearly subscription with periodic updates and is available to USPS facilities free of charge.

** RIBBS subscribers please see note on page 2 of this order form.*

Express Mail Service (Call the Certification Department @ 901-681-4473) $ ____

Total Cost: $ ____

For Payment Method see reverse side of this form.

Customers may receive, free of charge, zone charts for their originating mail from their local post office or at pe.usps.gov. Do not request copies of individual zone charts using this order form.

Customers who need assistance may call the Certification Department at 901-681-4473. Please allow 10 business days for processing and delivery of all products. For Express Mail orders, please allow 5 business days.

Send check or money order along with this ZONE Chart order form to:

ACCOUNTS RECEIVABLE
NATIONAL CUSTOMER SUPPORT CENTER
UNITED STATES POSTAL SERVICE
6060 PRIMACY PKWY STE 201
MEMPHIS TN 38188-0001

Fax: 901-681-4409

NOTE:
Customers requesting RIBBS access **must** submit a RIBBS Web Access Request Form to:

RIBBS TECHNICAL SUPPORT
NATIONAL CUSTOMER SUPPORT CENTER
UNITED STATES POSTAL SERVICE
6060 PRIMACY PKWY STE 101
MEMPHIS TN 38188-0001

To obtain a copy of the RIBBS Web Access Request form. Visit www.usps.com/ncsc/addressmgmt/zonechart.htm or www.usps.com/ncsc/addressmgmt/mailmanual.htm.

Payment Method
Make check or money order Payable to "United States Postal Service"

❑ Tax ID # | | | | | | | | | | | | | | | |

❑ Check ❑ Money Order ❑ Visa ❑ Master Card

❑ Discover ❑ Diners Club ❑ American Express

❑ Express Mail Corporate Acct. # | | | | | | | | | | | | | | | | |

Credit Card # | | | | | | | | | | | | | | | | |

Card expiration date: ____ /____

Authorized Personnel (please print)

Signature

The signature above accepts total responsibility governing the use of this card and agrees to comply with the terms of the issuer.

Mail To:
(Complete only if shipping address is different from mailing address)

Attention

Company

Address

City, State, ZIP + 4

For USPS Use Only

Control Number:

Check Number:

IMPORTANT - Read Carefully Before Opening

By opening this sealed software/database package, you indicate your acceptance of the following:

United States Postal Service
Software/Database License Agreement

This legal document is an agreement between you, the end user, and The United States Postal Service (USPS). By OPENING THIS SOFTWARE/DATABASE PACKAGE YOU ARE AGREEING TO BECOME BOUND BY THE TERMS OF THIS AGREEMENT, WHICH INCLUDES THE DISCLAIMER OF WARRANTY (collectively the "Agreement").

THIS AGREEMENT, WHICH MAY BE AMENDED BY THE ENCLOSED INSERT FOR AUTHORIZATION TO MAKE ADDITIONAL COPIES, CONSTITUTES THE COMPLETE AGREEMENT BETWEEN YOU AND USPS. IF YOU DO NOT AGREE TO THE TERMS OF THIS AGREEMENT, PROMPTLY RETURN THIS UNOPENED PACKAGE AND THE OTHER ITEMS (INCLUDING WRITTEN MATTER, BINDERS OR OTHER CONTAINERS AND MATERIALS, IF ANY THAT ARE PART OF THIS PURCHASE) TO THE PLACE WHERE YOU OBTAINED THEM FOR A FULL REFUND.

USPS Software/Database License

1. **GRANT OF LICENSE**. In consideration of payment of a LICENSE fee, which is part of the price you paid for this product, USPS as LICENSOR, grants to you, the LICENSEE, a nonexclusive right to use and display this copy of a USPS software program and/or database (hereinafter the "PRODUCT") FOR YOUR INTERNAL CORPORATE OR PERSONAL USE on one computer at one location. If you use the PRODUCT, on a multi-user computer system, the license covers all users. USPS reserves all rights not expressly granted to LICENSEE.

2. **OWNERSHIP OF PRODUCT.** As the LICENSEE, you own the magnetic or other physical media on which the PRODUCT is originally or subsequently recorded or fixed, but USPS retains title and ownership of the PRODUCT recorded on the original media and all subse-

quent copies of the PRODUCT, regardless of the form or media in or on which the original and other copies may exist. This License is not a sale of the original PRODUCT or any copy.

3. **COPY OF RESTRICTIONS**. This PRODUCT and the accompanying written materials are copyrighted. Unauthorized copying of the PRODUCT, including PRODUCT that has been modified, merged or included with other software and/or data, or of the written material, is expressly forbidden. You may be held legally responsible for any copyright infringement that is caused or encouraged by your failure to abide by the terms of this License. Subject to these restrictions, and if the PRODUCT is not copy-protected, you may make one (1) copy of the PRODUCT solely for backup purposes. You must reproduce and include the copyright notice on the backup copy. To obtain immediate legal authorization to make ADDITIONAL COPIES of PRODUCT, in whole or in part, which may or may not contain value added information, complete and submit with check or money order the enclosed United States Postal Service LICENSE AMENDMENT. The ADDITIONAL COPIES may be used by LICENSEE for any bonafide purpose.

4. **USE RESTRICTIONS.** As the LICENSEE, you may physically transfer the PRODUCT from one computer to another provided that the PRODUCT is used on only one computer at a time. You may not electronically transfer the PRODUCT from one computer to another over a network nor may you distribute copies of the PRODUCT or accompanying written materials to others, nor may you modify, adapt, translate, or create derivative works based on the written materials without having executed the enclosed LICENSE AMENDMENT. PRODUCT versions that are more than 105 DAYS OLD are NOT authorized for use by any USER without written permission from the USPS.

5. **TRANSFER RESTRICTIONS**. This PRODUCT is licensed only to you, the LICENSEE, and may not be transferred to anyone without the prior written consent of USPS. Any authorized transfer of the PRODUCT shall be bound by the terms and conditions of this Agreement. In no event may you transfer, assign, rent, lease, sell or otherwise dispose of the PRODUCT on a temporary or permanent basis except as expressly provided herein.

6. **TERMINATION**. This license is effective for one year from date of purchase of PRODUCT. This License will terminate automatically without notice from USPS if you fail to comply with any provision of this License. Upon termination you shall destroy the written materials and all copies of the PRODUCT, including modified copies, if any.

Disclaimer of Warranty and Limited Warranty

THE PRODUCT AND ACCOMPANYING WRITTEN MATERIALS (INCLUDING INSTRUCTIONS FOR USE) ARE PROVIDED “AS IS” WITHOUT WARRANTY OF ANY KIND. FURTHER, USPS DOES NOT WARRANT, GUARANTEE, OR MAKE ANY REPRESENTATIONS REGARDING THE USE, OR THE RESULTS OF THE USE OF THE PRODUCT OR WRITTEN MATERIALS IN TERMS

OR CORRECTNESS, ACCURACY, RELIABILITY, CURRENTNESS, OR OTHER QUALITIES. USPS warrants to the original LICENSEE that (a) the media on which the PRODUCT is recorded is free from defects in materials and workmanship under normal use and service for a period of ninety (90) days from the date of delivery as evidenced by a copy of the receipt. Further, USPS hereby limits the duration of any implied warranty(ies) on the PRODUCT to the respective periods stated above. Some states do not allow limitations on duration of implied warranty, so the above limitation may not apply to you.

USPS' entire liability and your exclusive remedy shall be, at USPS option, either (a) return of the purchase price or (b) replacement of the PRODUCT that does meet USPS Limited Warranty and which is returned to USPS with a copy of the receipt. If failure of the PRODUCT has resulted from accident, abuse, or misapplication, USPS shall have no responsibility to replace the PRODUCT or refund the purchase price. Any replacement will be warranted for the remainder of the original warranty period or thirty (30) days, which ever is greater.

Manufacturer

Manufacturer is United States Postal Service, 475 LENFANT PLZ SW, WASHINGTON, DC 20260-6803. Should you have any questions concerning this PRODUCT or Agreement, please call our Customer Support Department at 1-800-238-3150 or make contact in writing to:

CUSTOMER SUPPORT DEPARTMENT
NATIONAL CUSTOMER SUPPORT CENTER
UNITED STATES POSTAL SERVICE
6060 PRIMACY PKWY STE 201
MEMPHIS TN 38188-0001

LGA 92-001

UNITED STATES POSTAL SERVICE®

United States Postal Service
Software/Database License Amendment

This legal document properly completed by the LICENSEE and presented with the appropriate fee (see page 3) to CUSTOMER LICENSE REGISTRATION, NATIONAL CUSTOMER SUPPORT CENTER, 6060 PRIMACY PKWY STE 201, MEMPHIS TN 38188-0001, authorizes the LICENSEE to make ADDITIONAL COPIES of the enclosed PRODUCT in whole or in part. The ADDITIONAL COPIES may or may not contain value added information and may be used by LICENSEE for any bonafide purpose including sale and distribution to other users.

1. **ADDITIONAL USE RESTRICTION.** LICENSEE shall include in all ADDITIONAL COPIES (to be used for postal rate discounts) technology which automatically disables access to outdated (MORE THAN 105 DAYS AFTER DATE OF ISSUE. PRODUCT MUST BE IMPLEMENTED OR LOADED WITHIN 45 DAYS AFTER THE RELEASE DATE.) products.

2. **TRADEMARK AND COPYRIGHT NOTICES.**

   A. Each copy shall be distributed with suitable introductory material provided by LICENSEE related to the use of ZIP Code, ZIP+4 and Delivery Point Barcode information. Excerpts from the most current *United States Postal Service National ZIP Code and Post Office Directory*, Publication 65 or *ZIP+4 Code State Directory*, Publication 66-01 through 66-35 may be used to satisfy this requirement.

   B. USPS TRADEMARKS or SERVICE MARKS used in and on each copy shall be so identified in a reasonable manner.

   C. Each copy shall contain the USPS copyright notice on the page following the Operating Manual/ User Guide title page and on the media label area in the following form: “(c) United States Postal Service” followed by the year or years shown on the copyright notice on the PRODUCT furnished by USPS.

   D. The page following the title page of each Operating Manual/User Guide and a label to be provided on each copy shall contain a prominent notice furnishing the following information:

      i. The information was published by (name of Licensee), a company which holds a non-exclusive license from the United States Postal Service to publish and sell PRODUCT information.

      ii. The price of the PRODUCT is neither established, controlled or approved by the United States Postal Service.

iii. If the PRODUCT contains commercial advertising by the LICENSEE or others, a statement shall be included to indicate that "product advertising is neither approved nor endorsed by the United States Postal Service."

E. The LICENSEE shall implement quality control procedures adequate to assure faithful transfer of the PRODUCT information from the supplied PRODUCT media to the PRODUCT copies.

3. **ADVERTISING**. The following specific provisions shall apply to LICENSEE'S ADVERTISING of the licensed PRODUCT.

A. The words "Non-exclusive licensee of the United States Postal Service" shall appear once, and not more than once in each ADVERTISEMENT.

B. Each use in an ADVERTISEMENT of a trademark or service mark owned by USPS must be accompanied by an acknowledgement of Licensor's ownership in the form: "mark" is a trademark of the United States Postal Service.

C. LICENSEE shall not use all or any portion of any trademark owned by USPS in any business or trade name or otherwise suggest by such name any association with USPS or the United States Government unless separate formal contractual arrangements have been made.

D. LICENSEE shall not employ in its advertising or in-person marketing any language, mode of dress, or other representation or sales technique from which a prospective purchaser might infer that LICENSEE or its agent is an employee or representative of USPS.

E. LICENSEE'S ADVERTISING shall direct that checks and money orders sent in payment for the product be made payable to LICENSEE'S trade name.

F. LICENSEE'S ADVERTISING shall clearly and conspicuously state that the price at which PRODUCT is being sold by Licensee is neither established, controlled or approved by the United States Postal Service.

4. **FEE**. LICENSEE shall enclose with a completed, signed copy of this LICENSE AMENDMENT the appropriate fee (see page 3) based on the quantity range category of ADDITIONAL COPIES to be authorized. LICENSEE may submit subsequent amendments with the appropriate fee to increase the number of authorized ADDITIONAL COPIES by any selected additional quantity range category.

UNITED STATES POSTAL SERVICE®

Software/Database Amendment Customer License Registration

Customer Information (please print)

Attention Name

Firm/Customer Name

Complete Street Address, PO Box or Rural/Hwy Contract Route and Box #

Apt/Suite #

City or Post Office

State

ZIP+4 Code

Foreign Country Name (when applicable)

Area Code

Phone Number

Product to be Copied (please check one)	Authorized Additional Copies (Quantity Range Category)				Fee Amount		
❑ 5-Digit*	A	1	to	100	Base Price	X	0.5
❑ City State*	B	101	-	200	Base Price	X	1.0
❑ CRIS*	C	201	-	300	Base Price	X	1.5
❑ Delivery Stats*	D	301	-	400	Base Price	X	2.0
❑ Delivery Type	E	401	-	500	Base Price	X	2.5
❑ Drop Shipment	F	501	-	600	Base Price	X	3.0
❑ Enhanced Line Of Travel (eLOT)*	G	601	-	700	Base Price	X	3.5
❑ TIGER/ZIP	H	701	-	800	Base Price	X	4.0
❑ Z4CHANGE	I	801	-	900	Base Price	X	4.5
❑ ZIPMOVE*	J	901	-	1,000	Base Price	X	5.0
❑ ZIP+4*	K	1,001	-	10,000	Base Price	X	6.5
❑ Zone Chart	L	10,001	-	20,000	Base Price	X	8.0
	M	20,001	-	30,000	Base Price	X	9.5
	N	30,001	-	& Over	Base Price	X	11.0
	O	* AIS Products Unlimited					$10,000.00

Authorized Range Category: **A B C D E F G H I J K L M N O** (please circle one)

Fee Amount = $ ___,___.__ (base price X factor)

Name (please print)

Signature

Title

Date

Mail To: CUSTOMER LICENSE REGISTRATION
NATIONAL CUSTOMER SUPPORT CENTER
UNITED STATES POSTAL SERVICE
6060 PRIMACY PKWY STE 201
MEMPHIS TN 38188-0001
PH: (800) 238-3150

For USPS Use Only
Control Number:
Check Number:

Payment Method

Make check or money order payable to "United States Postal Service"

TAX ID # (*Required for all methods of payment*):

❑ Check ❑ Money Order ❑ Visa ❑ MasterCard
❑ Discover ❑ Diner's Club ❑ American Express

Card Number:

Card expiration date: ____ /____

Authorized Personnel (please print)

Signature

The person signing above accepts total responsibility governing the use of this card and agrees to comply with the terms of the issuer.